G. R. S. 58] P 4 A+F

Previous references.

File No. 346-15

1915—

Serial Nos. /

(Gen. Mis)

Later references.

preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Dec 15 — ✓

SUBJECT.

Rules for the destruction of records in the Genl. Sty. Deptt

W D 1351—GPB—20,000—15-12-15

2nd Oct 23/12/15

G. R. S. 11] 191 5-16

GENERAL AND REVENUE SECRETARIAT.

NOTES.

File No. 15-16

FILE HEADING.

Rules for the destruction of records in the Stationery Depot

From

Branch Vill

No. 1046 / EA 45-14-4 Dated 17-12-15 Received

Diary No. 5331	Enclos.	Spare Copies.	Serial No. 1

BRIEF ABSTRACT OF LETTER.

Prescribing rules for the destruction of records in the Govt Stationery Depot

NOTES AND ORDERS.

Subd for perusal: note be filed after perusal-

22/12/15 First Member

22/12-15

23/12/15

26/1-15

B

NOTES—First Sheet.

GPL—20,000—3-2-14

S.O

2

Proceedings of the Government of His Highness
the Maharaja of Mysore.

Read--

Letter No.420 dated the 18th September 1915 from the Superintendent, Government Stationery, submitting for the approval of Government, a list of records and registers in his office to be preserved permanently and for fixed periods.

2. Memo No.R.331 dated the 11th October 1915 from the Comptroller to Government containing his views on the proposals of the Superintendent.

5331

15-12-16
SECTION: G.M. Order No. 1046/E.A 45-14-4.
FILE No. 346-15 Dated Bangalore, The 17th December 1915.
SERIAL No. 1

The proposals of the Superintendent, Government Stationery are approved with certain modifications suggested by the Comptroller. The classification has also been simplified by amalgamating the 3 year records with the 5 year ones. The arrangements as approved are shown in the appended statement.

For Secretary to Government,
General Department.

To

The Superintendent, Government Stationery,

Copy to Branch V

T.M.M.-3

List of records and registers of the office of the Superintendent, Government Stationery, to be either preserved permanently or destroyed at intervals.

A. Records to be preserved permanently

1. Service Books.
2. "From"Register.
3. "To" Register
4. Order book
5. Acquittance roll
6. Stock book
7. Government proceedings.
8. Establishment schedule.
9. Cash book.
10. Personal deposit registe
11. Annual budget estimates.
12. Press note book
13. List of articles & books
14. Annual report.

B. Records to be preserved for 10 years.

1. Stationery indents of all offices.
2. Bill book.
3. Remittance book.
4. Contingent register.
5. Adjustment register.

C. Records to be preserved for 5 years.

1. Leave book.
2. Tappal book.
3. Forms indents
4. Mysore Gazette.
5. Receipt and issue book of stationery and Press paper indents.
6. Tender papers and contract bonds.

D. Records that may be destroyed after audit.

1. Issue book.
2. Receipt book.
3. Budget expenditure book.
4. Invoices of articles supplied.
5. Duplicate bills.
6. Day book and
7. Service stamp account bo